



Practical & Professional Property Management

Bernie Wales: BW Residential Property Consultancy - Company Secretarial Packages

Annual Package Fees (*)

	Private Company [Basic]	Private Company [Standard]	Private Company [Full]
	£100	£200	£300
Registered office facility	✓	✓	✓
Maintenance of statutory registers (electronic)	✓	✓	✓
Maintenance of statutory registers (hard copy)	✓	✓	✓
Provision of Company Secretary	✓	✓	✓
Preparation and filing of Annual Return	✓	✓	✓
Preparation and filing of Companies House forms		✓	✓
Alteration of Accounting Reference Date		✓	✓
Year End Procedures (AGM etc)		✓	✓
Board Appointments (non incorporation related)		✓	✓
Board Resignations (non incorporation related)		✓	✓
Share allotments: supporting docs		✓	✓
Share Transfers		✓	✓
Share Certificates		✓	✓
Warning Notices of impending filing dates		✓	✓
Dormant Company accounts		✓	✓
Dormant Company tax returns		✓	✓
Ad hoc board minutes and resolutions			✓
Assistance with bank account documents			✓
Standard Shareholder Agreement			(**)
Additional services	(**)	(**)	(**)

(*) excluding VAT and expenses such as Companies House filing fees etc

(**) These services are provided on a time cost basis:

- Redrafting of Memorandum & Articles of Association
- Alteration or reorganisation of share capital
- Reconstruction of statutory registers
- Client meetings